

Stephenville Independent School District

Instructions for the Conflict of Interest Questionnaire

According to Local Government code, Chapter 176, a person or an agent of a person who contracts or seeks to contract for the sale or purchase of property, goods, or services with Stephenville Independent School District must file a completed Conflict of Interest Questionnaire with the Business Office not later than the seventh business day after the date that the person begins contract discussions or negotiations with the District or submits to the District an application, response to a request for proposals or bids, correspondence, or another written communication related to a potential agreement with the District.

The Conflict of Interest Questionnaire must be filed annually by September 1st as long as the person or the agent of the person continues to contract or seek to contract for the sale or purchase of property, goods, or services with the District or not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.

The completion of the Conflict of Interest Questionnaire is not necessary if the person is an employee of the governmental entity and is acting in the employee's official capacity.

Explanation of the Conflict of Interest Questionnaire:

1. Name of person doing business with the District.
2. Check the box if you are filing an update to a previously filed questionnaire.
3. Describe each affiliation or business relationship with an employee or contractor of the District who makes recommendations to a District officer with respect to expenditure of money. If no affiliation or business relationship exists, state "NONE".
4. Describe each affiliation or business relationship with a person who is a District officer and who appoints or employs a District officer. If none exists, state "NONE".
5. Name of District officer with whom you have an affiliation or business relationship.
6. Describe any other affiliation or business relationship that might cause a conflict of interest. If no other affiliation exists, state "NONE".
7. Sign, date, and submit the form.

This form will be posted on the District's website.

Examples:

If your spouse, parent, or child is the District's Director of Purchasing and a bid is being submitted to the Purchasing Department, this relationship must be reported.

If you or your spouse, parent, or child is related to an employee, or is in business with a District officer or their spouse, parent, or child, this relationship must be reported.

If your spouse, parent, or child is the Principal at a School and your business may sell items directly to that school, this relationship must be reported.

If you or your spouse, parent, or child is in business with a District employee that would be making a recommendation concerning a purchase or sales transaction involving you, the relationship must be reported.

If you are a District employee and would be making a recommendation concerning a purchase or sales transaction involving you, the relationship must be reported.

If you are a District employee and own or operate a business that sells items directly to the District or Schools, this relationship must be reported.